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Approved For Release 2001/07/30 : CIA-RDP78-06365A000100050001-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 4 August 1958

FROM : Chief, Plans and Policy Staff

SUBJECT: Government Employees Training Act (P. L. 85-507)

1. The subject Act, a copy of which is attached, became law on 7 July 1958 and set forth certain provisions which are contrary to the basic legislative authority previously granted the Agency. A review was made of the provisions or sections of the Act which were in conflict with Agency doctrine and for which exceptions have been requested from the Bureau of the Budget.

2. All remaining sections, under which the Agency must conduct its training program, have been examined to determine any change necessary in the Agency's training policy. Each section is outlined below, giving a brief résumé of its provisions and suggested action to be taken to meet its requirements.

Section 2(3). Declaration of Policy. Training programs shall be designed to lead to:

- (A) improved public service
- (B) dollar savings
- (C) the building and retention of a permanent cadre of skilled and efficient Government employees, well abreast of scientific, professional, technical, and management developments both in and out of Government
- (D) lower turnover of personnel
- (E) reasonably uniform administration of training consistent with the missions of Government departments and agencies

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 ORIG COMP ORG TYPE 02
 ORIG CLASS PAGES 5 REV CLASS 4
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Approved For Release 2001/07/30 : CIA-RDP78-106365-10001-00

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(F) fair and equitable treatment of Government employees with respect to training.

Comment: It may be desirable to have the Registrar write a basic training regulation with the above named factors being given consideration under the policy section.

Section 3. Definitions.

Comment: Self-explanatory. No action necessary.

Section 4. Exclusions.

Comment: The Agency is not excluded from the provisions of P. L. 85-507.

Section 10. Expenses of Training Through Government and Non-Government Facilities. This section outlines the authority of the head of each department to pay the expenses necessary for the training of employees, such as salaries, travel, tuition, materials and supplies, etc.

Comment: This is not in conflict with present practices.

Section 11. Agreements of Employees Receiving Training Through Non-Government Facilities to Continue in Government Service for Certain Periods. This section requires that each employee who is selected for training shall, prior to his actual assignment, enter into a written agreement with the Government that after the expiration

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of his training, he will continue in the service of his department or Agency for a period at least equal to three times the length of the period of such training unless he is involuntarily separated.

*Should be handled
as another part of the
processing action, copies
probably to main personnel
file and training file.
②*

Comment: To comply with the provisions of this section, it will be necessary that the Registrar issue a regulation on the subject and distribute contract forms to training officers or other officials who would obtain the signed agreement from the employee to be trained.

Section 13.

Prohibition on Training Through Non-Government Facilities for the Sole Purpose of Attaining Academic Degrees. The provisions of this section of the Act shall not be construed to allow training to obtain one or more academic degrees in order to qualify for appointment to a particular position for which such academic degree is a basic requirement.

Comment: The Registrar controls this situation at the present time. However, in rewriting the regulation this provision could be included.

Section 17.

Assistance by Civil Service Commission with Respect to Training Programs. This section provides that the Commission, upon the request of any department, provide advice and assistance in the establishment, operation, and maintenance of training programs.

Comment: No action required.

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Section 19. General. This section provides that contributions and awards incident to training in non-Governmental facilities may be accepted by employees. This includes payment of travel, subsistence, and other expenses. These may be acceptable if they are offered by an organization determined by the Secretary of the Treasury to be exempt from taxation under the Internal Revenue Code of 1954.

Comment: It may or may not be desirable to publish the provisions of this section. However, to comply with the Act, such provisions would appear to warrant publication by the Registrar in a re-draft of [REDACTED] 25X1A

Section 20. Transition from Existing Government Training Programs.

Comment: This section provides continuation of present existing programs and presents no problem.

Section 21(b) (2). Repeal of CIA Authority for Training Under Section 4 of the Central Intelligence Act of 1949.

Comment: Self-explanatory. The Agency is now subject to provisions of P. L. 85-507.

Section 22. Existing Rights and Obligations. No previous contract agreement or arrangement for training shall be affected by this Act.

Comment: No action necessary.

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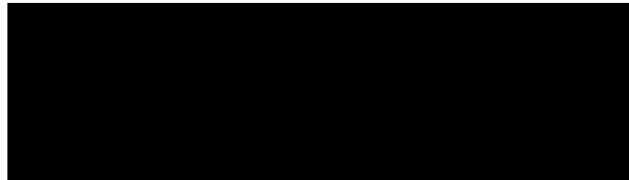
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Section 23(b) . Absorption of Costs Within Funds Available .

Comment: The Agency has requested exception to the provision of the absorption of costs which is outlined under section 23(a) . However, section 23(b) provides that there will be no reduction in force or other personnel action because of the absorption of costs provision. No problem concerning this provision.

3. If you desire implementation of any of the above suggestions, you may wish to have this staff advise the Registrar of the action necessary.

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Attachment:

Public Law 85-507

Distribution:

Orig. & 1 - Addressee

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